

# *Individual Station Report*

## Old Greenwich

U R B I T R A N **R** E P O R T

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Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

# *Customer Opinion Survey*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation  
Submitted by  
Urbitran Associates, Inc.

## Old Greenwich

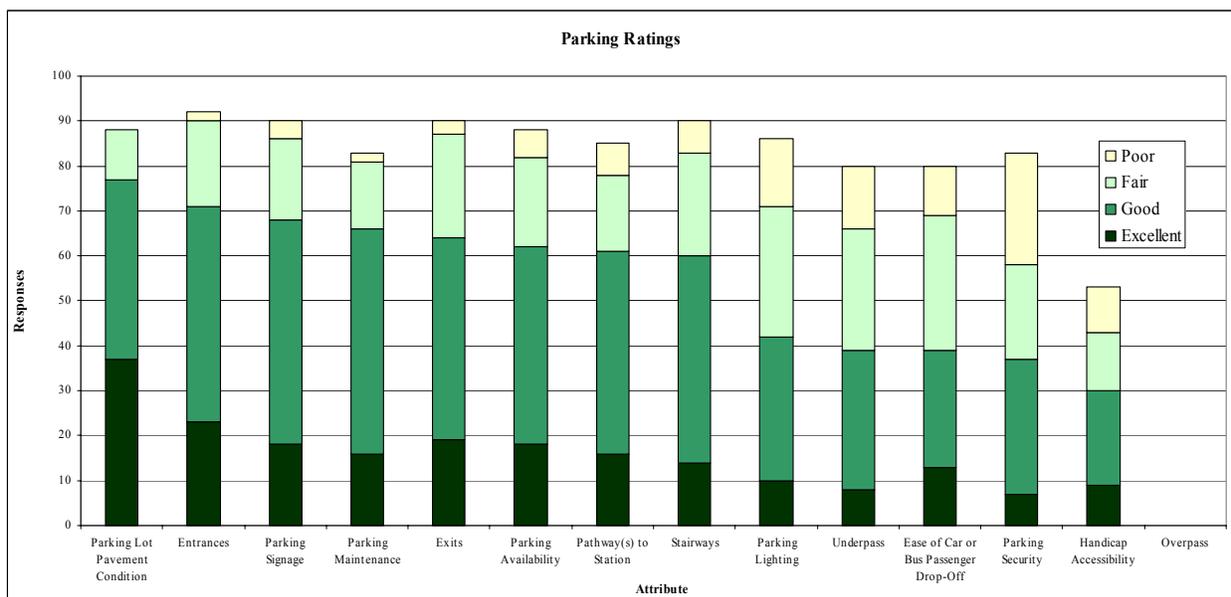
The Old Greenwich Station also had a high survey distribution (400), and a fairly strong response rate of 24%. The percentage of customers who traveled daily by train was 84%, while 7% traveled at least once a week, 6% at least once a month, and 3% less often. Seven percent of respondents also indicated travel purposes other than commuting or other business, and notably 11% traveled during the off-peak periods.

Of those who parked at the station, 83% held a permit at the time of the survey and only 29% of those who did not hold a permit were on a waiting list. Roughly two-thirds of the survey population at Old Greenwich were male and 89% of all respondents were between 25 and 64 years old. At this station there was a slightly higher percentage of passengers over age 65 (10%). And, not surprisingly, customers' incomes fell largely in the upper ranges. Sixty-eight percent reported incomes over \$100,000 and nearly 30% were between \$50,000 and \$75,000.

Regarding customer ratings of the station elements, Old Greenwich was painted in a fairly positive light, with a notably higher number of 'excellent' ratings. Areas of concern did exist, although only 8 of the 39 elements surveyed received a majority of 'fair' or 'poor' ratings.

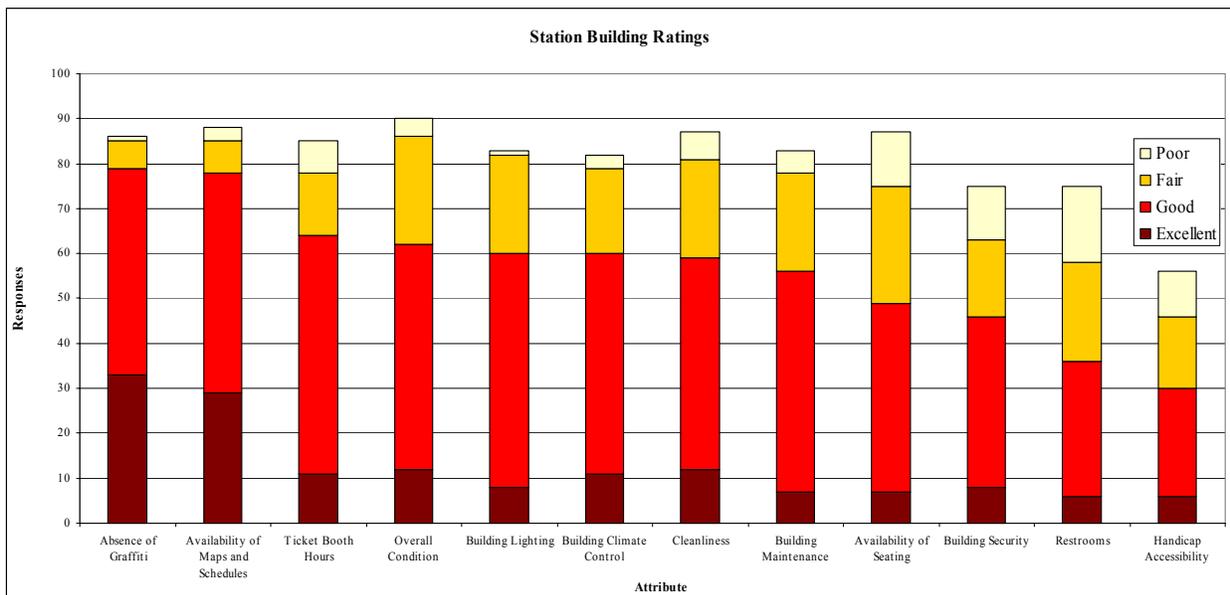
The parking facilities were generally rated favorably, and the three highest rated among these were the pavement condition, lot maintenance, and entrances. Conversely, four areas were rated negatively by over half of respondents, including the underpass, ease of car or bus drop-off, and most notably, lighting and security. Figure 160 shows the ratings of parking elements in Old Greenwich. The highest rated element (parking lot pavement condition) received 88% positive marks. The lowest rated element (parking security) had 55% negative ratings. Handicap accessibility had a majority of positive ratings but received the lowest number of actual favorable marks (10). Old Greenwich does not have an overpass.

Figure 160: Old Greenwich Station Parking Ratings



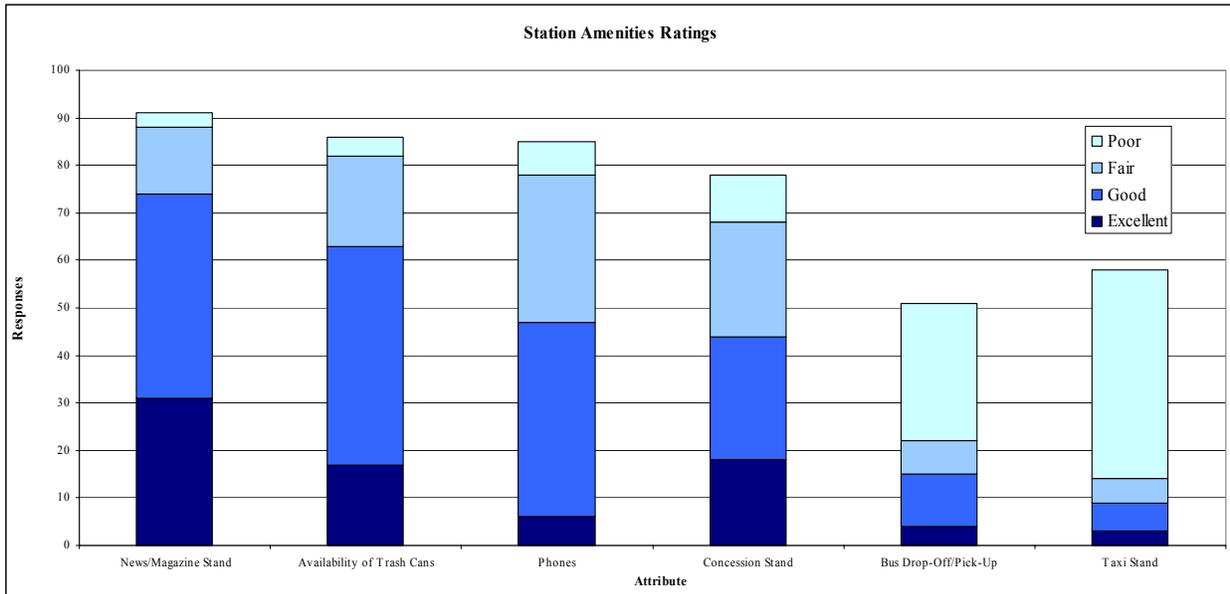
Only one aspect of the station building was rated poorly: the restrooms. The remaining station items surveyed were rated favorably, notably the absence of graffiti and the availability of maps and schedules. Figure 161 shows the ratings for all the station building elements in Old Greenwich. As with most stations, absence of graffiti was the highest rated station building element with 92% favorable ratings. Restrooms received the highest percentage of negative marks (52%) and handicap accessibility received the lowest number of actual positive marks (30). Sixty-nine percent of respondents were pleased with the overall condition of the building.

**Figure 161: Old Greenwich Station Building Ratings**



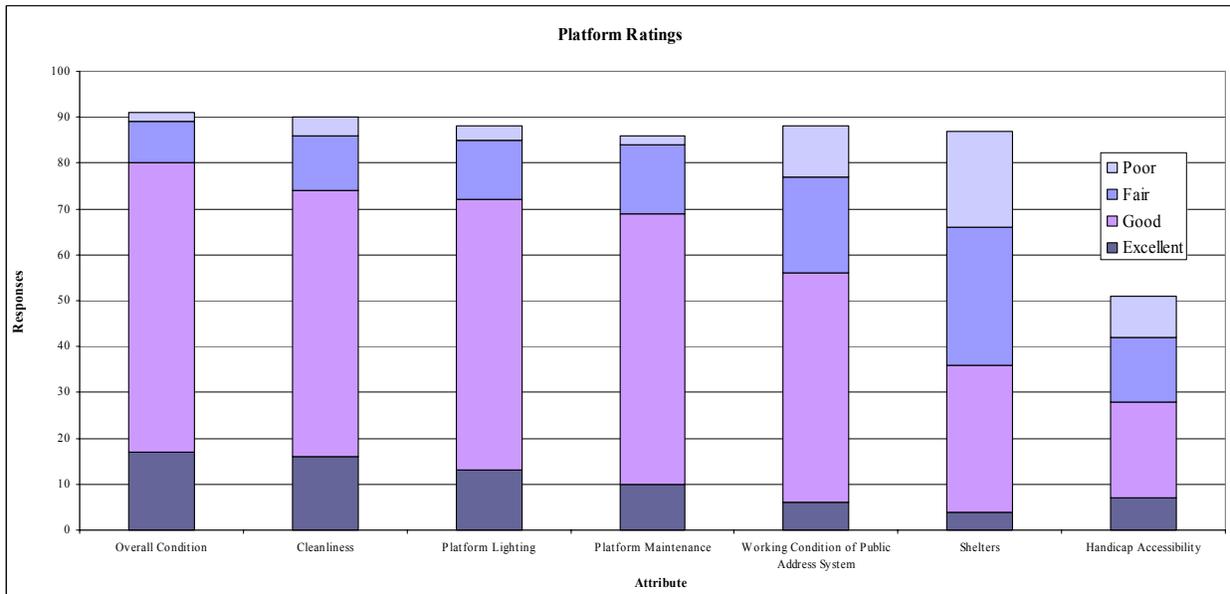
The station amenities received mixed reviews, although overall ratings were positive. Figure 162 displays the amenities ratings in Old Greenwich. The highest rated amenities were the news/magazine stand and the availability of trash containers. The highest rated element (news/magazine stand) received 81% positive ratings. Conversely, more than half of respondents gave poor ratings to the taxi stand and the bus drop-off/pick-up. Eighty-six percent of respondents were dissatisfied with the condition of the taxi stand.

Figure 162: Old Greenwich Station Amenities Ratings



Finally, the platform at Old Greenwich was rated favorably for the most part, with the exception once again of the shelters, for which 59% of respondents gave ‘fair’ or ‘poor’ ratings. However, overall condition, lighting, cleanliness, and maintenance of the platform were all rated highly. Eighty-eight percent of respondents were pleased with the overall condition of the platform. Figure 163 outlines the platform ratings in Old Greenwich.

Figure 163: Old Greenwich Station Platform Ratings



Using the results from the most recent Metro-North survey and the results of this survey, similar trends become apparent. Ratings from the 2 surveys were very similar (all within 10 percentage

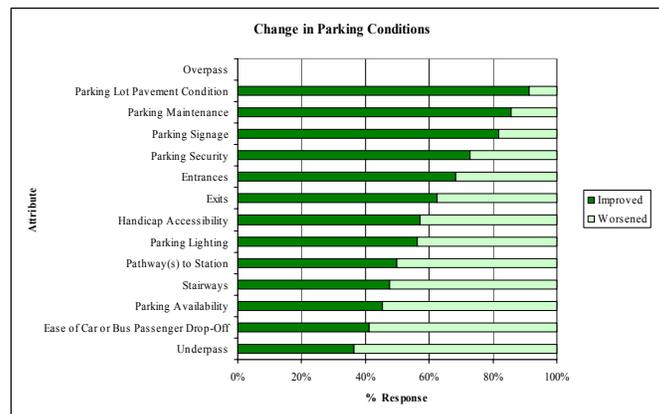
points of each other). Following the standard trend on the New Haven Line, Metro-North respondents rated station and parking conditions higher than respondents to this survey and respondents to this survey rated platform conditions higher than Metro-North respondents. The exception in Old Greenwich was with the public address system where 64% of respondents were satisfied in both surveys.

*Change*

The change ratings in Old Greenwich were generally lower than the ratings of the current situation. Ten of the 39 elements had a majority of ‘worsened’ ratings. Six of the elements had the respondents split exactly in half over whether there had been an improvement or a worsening.

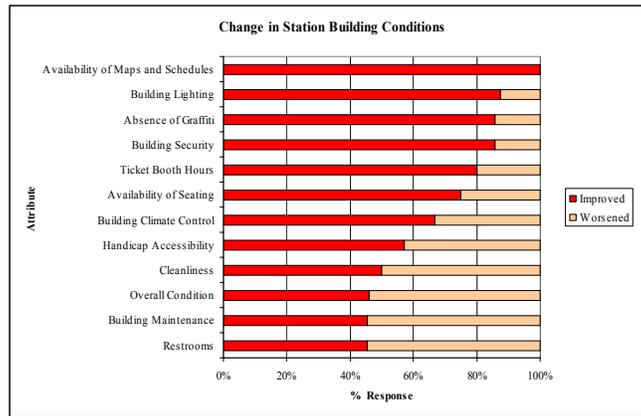
Figure 164 describes the change situation in Old Greenwich. Parking lot pavement condition was thought to have improved the most with 91% improvement ratings. At the other end, the underpass was the least improved element with 64% ‘worsened’ ratings. Four parking elements had a majority of ‘worsened’ ratings.

**Figure 164: Old Greenwich Station Change in Parking Conditions**



As with the current situation ratings, building change ratings were higher than parking change ratings. However, building change ratings were lower than building current situation ratings. Figure 165 shows the building change ratings for Old Greenwich. One hundred percent of respondents thought that map and schedule availability had improved during the previous 2 years. Security, lighting and graffiti absence were also highly rated. Unfortunately, 3 elements including the overall condition of the station were thought to have worsened by a majority of respondents. Fifty-four percent of respondents said the overall station condition had worsened. However, the two least improved elements (restrooms and building maintenance) only performed slightly worse than the overall condition with 55% ‘worsened’ ratings.

Figure 165: Old Greenwich Station Change in Building Conditions



Amenities change ratings were worse than change ratings for the building and for the parking but better than ratings of the current amenities situation. Figure 166 shows the amenities change ratings for Old Greenwich. Only 1 amenity (taxi stand) had a majority of ‘worsened’ marks with 78% of respondents saying that the condition had worsened during the previous 2 years. As was the case with several stations, availability of trash containers was the most improved amenity with 80% improvement ratings.

Figure 166: Old Greenwich Station Change in Amenities Conditions

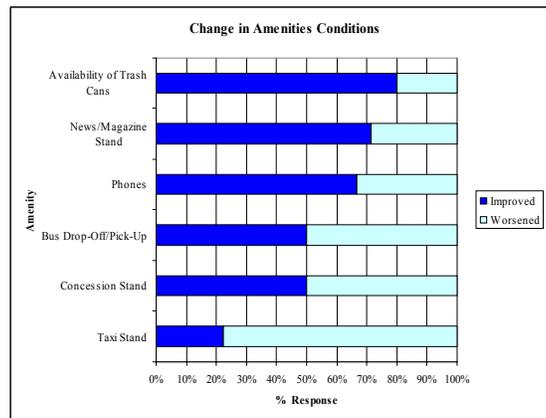
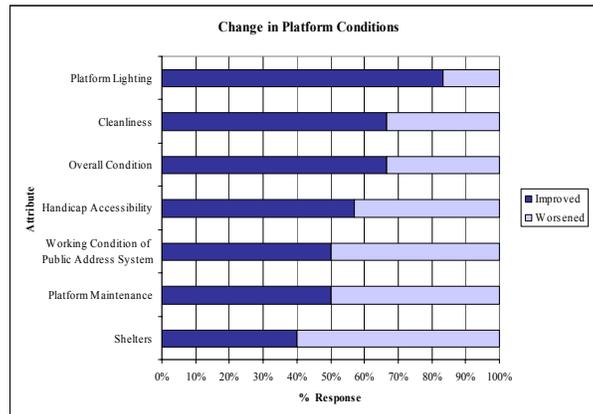


Figure 167 displays how Old Greenwich respondents felt about the trend over the previous 2 years of the platform. Current platform ratings were pretty high but the platform change ratings were lower. Still, only 1 element (shelters) was thought to have worsened by a majority (60%) of respondents. The same situation was found in several other stations. Sixty-seven percent of respondents were pleased with the improvement in the overall platform. The most improved platform element was the lighting with 83% improvement ratings.

Figure 167: Old Greenwich Station Change in Platform Conditions



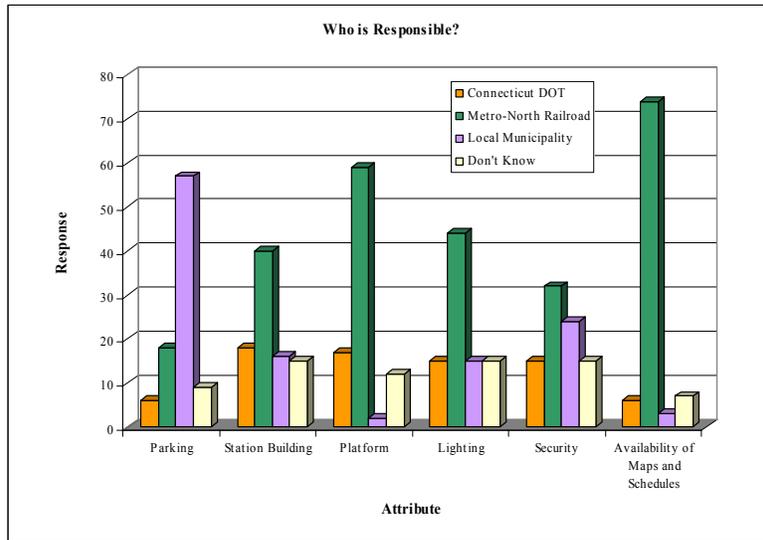
When looking at all the element categories together with regard to change, many elements are in serious need of improvement, but 3 elements stand out the most. Elements with 40% or fewer improvement ratings were: underpass, taxi stand, and shelters, and require attention.

### Responsible Agencies

Old Greenwich respondents were generally under the impression that Metro-North was responsible for all of the station elements except for parking. Figure 168 shows who respondents thought were responsible for which conditions in Old Greenwich. The following results show the major trends in responsibility as seen through the eyes of the respondents:

- The majority of respondents (63%) said the local municipality was in charge of parking.
- Most (45%) respondents thought Metro-North was responsible for the station building, but significant percentages also thought it was Connecticut DOT (20%) and the local municipality (18%).
- The majority (66%) of respondents thought that Metro-North had responsibility for the platform.
- Almost a majority (49%) of respondents said Metro-North was in charge of lighting. Seventeen percent of respondents thought that each Connecticut DOT and the local municipality were in charge of lighting and did not know who the responsible party was.
- Respondents were generally fairly evenly split between all 4 choices when deciding who they thought was responsible for security in Old Greenwich. Thirty-seven percent said it was Metro-North, as did 28% for local municipality and 17% for each Connecticut DOT and not knowing.
- The vast majority (82%) of respondents said that Metro-North was responsible for the availability of maps and schedules.

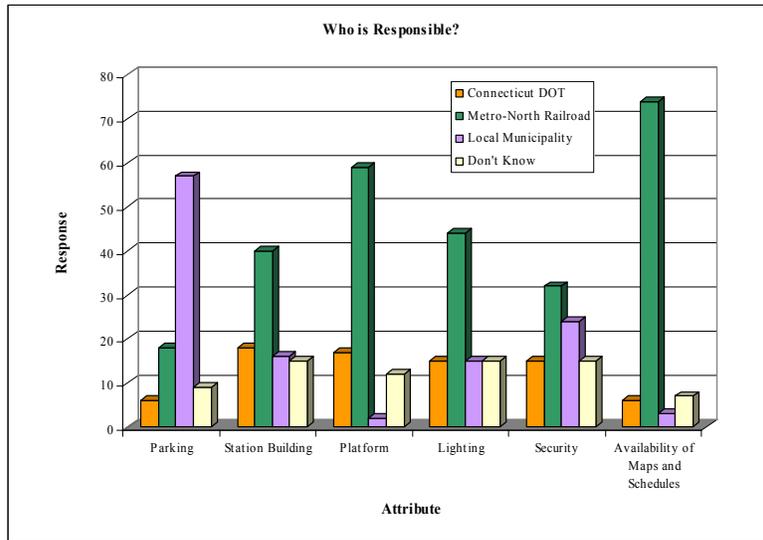
Figure 168: Old Greenwich Station – Responsible Agencies



*Written-In Customer Comments*

Table 17 lists all of the customer comments written-in on the survey. The highest percentage of respondents (16%) noted the need for more parking, as did most customers who wrote in comments on the New Haven Line. In the element rating section, 70% of respondents were pleased with the current parking availability situation and only 45% said they had noticed improvement during the previous 2 years. Eleven percent of respondents commented on the need for improving lighting. Parking lighting was generally thought to have improved the least of parking, building, and platform lighting change ratings.

Figure 168: Old Greenwich Station – Responsible Agencies



*Written-In Customer Comments*

Table 17 lists all of the customer comments written-in on the survey. The highest percentage of respondents (16%) noted the need for more parking, as did most customers who wrote in comments on the New Haven Line. In the element rating section, 70% of respondents were pleased with the current parking availability situation and only 45% said they had noticed improvement during the previous 2 years. Eleven percent of respondents commented on the need for improving lighting. Parking lighting was generally thought to have improved the least of parking, building, and platform lighting change ratings.

**Table 17: Old Greenwich Station – Written-In Customer Comments**

<b>Comment Code</b>	<b>Comment</b>	<b># Responses</b>	<b>%</b>
18	Need more parking areas	7	15.6%
10	Lighting needs improvement	5	11.1%
1	Another over/underpass needed	3	6.7%
14	Drop-off and pick-up areas need to be changed	3	6.7%
44	Parking too expensive	3	6.7%
49	Overall good comments	3	6.7%
7	Long wait on parking list	2	4.4%
12	Could use benches & protected shelters from rain/snow with heat/air	2	4.4%
22	Cleaner trains	2	4.4%
54	Interior of Old Greenwich could be updated	2	4.4%
24	Cleaner platforms	1	2.2%
27	Trash cans needed	1	2.2%
32	Many parking permit spaces empty	1	2.2%
57	Free shuttle	1	2.2%
59	Trains in terrible condition	1	2.2%
61	Better public address system needed	1	2.2%
63	Snow removal on stairs & walkways	1	2.2%
66	Lot needs to be paved	1	2.2%
68	Cleaner restrooms on trains and in stations	1	2.2%
75	Permit parking - allow day parking after certain hour	1	2.2%
82	Bring back coffee stands	1	2.2%
85	Only residents should be allowed parking permits	1	2.2%
88	Better signage	1	2.2%
	<i>Total Comments</i>	45	100.0%

# *Parking Inventory and Utilization*

U R B I T R A N **R** E P O R T



**URBITRAN**

Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

## Old Greenwich

Three parking lots serve rail commuters in Old Greenwich providing 578 parking spaces. Lots 1 (291 spaces) and 3 (181) provide permit and daily parking for 472 commuters. Lot 1 has 2 spaces designated as handicap. Lot 2 is used solely for permit parking with 106 spaces, of which 2 are designated for handicap use.

Overall, parking utilization exceeded 90%. Lot 2 exceeded capacity due to cars parking illegally. The parking capacity and utilization details are shown in Table 18.

### *Parking Area Ownership*

Lots 1 and 2 are owned by the State of Connecticut. The street parking area north of Lot 1 is owned by the City of Greenwich. The City also owns Lot 3. The State owns 68.7% of the commuter parking at the Old Greenwich Station. Figure 18 displays the location and ownership of the lots.

### *Fee Structure*

Parking fees for the Old Greenwich Station include an annual permit fee of \$200 and a \$5.00 daily fee. The waiting list for a permit currently houses 69 people, but it is speculated that the list will be eliminated by the end of 2002. The Greenwich Station sells 1015 permits annually, an over-sale ratio of over 100%.

**Table 18: Old Greenwich Rail Station Parking Capacity and Utilization**

Location	Capacity	Vehicle Count	Utilization	Ownership
<b>Lot 1</b>				
Permit	264	242	91.7%	state
Daily	25	19	76.0%	
Handicap	2	1	50.0%	
<b>Total Lot 1</b>	<b>291</b>	<b>262</b>	<b>90.0%</b>	
<b>Eastbound Lot 2</b>				
Permit*	104	106	101.9%	state
Daily	0	0	N/A	
Handicap	2	1	50.0%	
<b>Total Lot 2</b>	<b>106</b>	<b>107</b>	<b>100.9%</b>	
<b>Lot 3 Lower Level</b>				
Permit	138	122	88.4%	municipality
Daily	43	41	95.3%	
Handicap	0	0	N/A	
<b>Total Lot 3</b>	<b>181</b>	<b>163</b>	<b>90.1%</b>	
<b>Permit</b>	<b>506</b>	<b>470</b>	<b>92.9%</b>	state
<b>Daily</b>	<b>68</b>	<b>60</b>	<b>88.2%</b>	397
<b>Handicap</b>	<b>4</b>	<b>2</b>	<b>50.0%</b>	municipality
<b>TOTAL PARKING</b>	<b>578</b>	<b>532</b>	<b>92.0%</b>	<b>181</b>

\*Spaces in use exceed capacity for permit parking due to 2 cars parked illegally.

Figure 18: Old Greenwich Rail Station Parking Map



# *Station Condition Inspection*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

CONNECTICUT  
DEPARTMENT  
OF  
TRANSPORTATION



CONDITION INSPECTION  
FOR THE  
OLD GREENWICH STATION

GENERAL RECOMMENDATION 3

**CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION**

**INSPECTION RATING SCALE**

*The following rating scale is used for inspections:*

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.







STATION: Old Greenwich  
LINE: New Haven  
INSPECTION DATE: 1/26/02  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: RGW  
WEATHER: Sunny, 40's

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 4 OF 52

### PARKING ELEMENTS

#### QUADRANT # I

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5  
( FOR LOCATION SEE SHEET: \_\_\_\_\_ )

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 2

CURB: 2

#### QUADRANT # II

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 5

CURB : 2

STATION: Old Greenwich  
LINE: New Haven  
INSPECTION DATE: 1/26/02  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: RGW  
WEATHER: Sunny, 40's

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 5 OF 52

### PARKING ELEMENTS

#### QUADRANT # III

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB: 2

#### QUADRANT # IV

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3



STATION: Old Greenwich  
 LINE: New Haven  
 INSPECTION DATE : January 9, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET  7  OF  52

**PLATFORM --- SERVICE**

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	X
Rating of Main Breaker (A)	see remarks	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: Electrical service to the southbound platform originates from the station building. The northbound platform receives power from a separate utility service. We were unable to gain access to the electrical enclosure mounted on the platform.

**PLATFORM --- ELECTRICAL SYSTEMS**

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	platform	unknown	unknown
Main Disconnect Switch	n/a	n/a	n/a	n/a	n/a	n/a
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	3	platform	15/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	unknown	unknown	unknown	unknown
Public Telephone	unknown	n/a	n/a	adjacent to platform	unknown	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks:

STATION: Old Greenwich

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 8 OF 52

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

**STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY**

The power to the southbound platform is derived from the station panelboard. The electrical service to the northbound platform terminates in an electrical enclosure mounted on the platform. Several of the light poles have GFCI type receptacles with two of them missing their covers. We suggest that the receptacle covers be replaced to maintain electrical integrity.

The light poles were in good working condition and maintained an average of 13.57 foot-candles on the southbound platform and an average of 12.8 foot-candles on the northbound platform. The conduits for these light poles are prematurely corroding and will likely need replacement between five to ten years. The heavy use of salt on the platform during winter months may be the cause. The luminaires mounted under the canopy maintained an average of 8.47 foot-candles, but were missing their lenses. Without the lenses, the fixtures are exposed to harsh environmental conditions and do not perform as designed. We suggest that the under canopy luminaires be replaced with appropriate luminaires, as fixture failure is imminent.

STATION: Old Greenwich  
 LINE: New Haven  
 INSPECTION DATE : January 9, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 9 OF 52

**STATION BUILDING --- LIGHTING**

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
chain pendant	unknown	unknown	3	3	18/ 20	minor deterioration
Exit	unknown	unknown	3	3	15/ 20	minor deterioration
Emergency Egress	unknown	unknown	3	3	15/ 20	minor deterioration

Remarks: A typical section of the waiting room was measured and found to average 8.3 fc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATION BUILDING --- LIGHTING LEVELS (fc)**

ROOM DESC:      A          B          C          D

1	avg 8.3			
2				
3				
4				

waiting room

ROOM DESC:      A          B          C          D

1				
2				
3				
4				

not used

ROOM DESC:      A          B          C          D

1				
2				
3				
4				

not used

ROOM DESC:      A          B          C          D

1				
2				
3				
4				

not used

STATION: Old Greenwich  
 LINE: New Haven  
 INSPECTION DATE : January 9, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 10 OF 52

**STATION BUILDING --- SERVICE**

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	200	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATION BUILDING --- ELECTRICAL SYSTEMS**

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	Square D	QBL-34235	3	storage room	3/ 20	minor deterioration
Main Disconnect Switch	Square D	n/a	3	storage room	3/ 20	minor deterioration
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	3	throughout	18/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	throughout	18/ 20	minor deterioration
Public Telephone	unknown	n/a	n/a	on building	n/a	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a
Sub Panel	Murray	LC02DS	3	storage room	2/ 20	minor deterioration

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STATION: Old Greenwich  
 LINE: New Haven  
 INSPECTION DATE : January 9, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 11 OF 52

**STATION BUILDING --- FIRE ALARM SYSTEM**

Fire Alarm Device	Manufacturer	Model Number	Rating	Quantity	Location	Estimated Age/Life(y/y)	Visual Condition
Fire Alarm Control Panel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Heat Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Smoke Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pull Station	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: There are no fire detection devices located in this building.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATION BUILDING --- SKETCHES**



STATION: Old Greenwich

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 12 OF 52

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

**STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY**

The electrical panelboards are relatively new; the remaining electrical equipment has minor deterioration.

The waiting room lighting is maintained and is in good working condition with average light levels of 8.3 foot-candles. This value exceeds the minimum light level as recommended by the IESNA. The exit and emergency egress lighting is operational and meets the requirements of NFPA 101.

The building does not have any fire alarm system and, therefore, does not meet NFPA 72 or the ADA requirement of having visual signal devices located in all common spaces.

STATION: Old Greenwich  
LINE: New Haven  
INSPECTION DATE : January 9, 2002  
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
INSPECTORS: J. Duncan & T. Abrahamson  
TIME OF INSPECTION: A.M.  
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 13 OF 52

**BUILDING -- HVAC - Fire Protection - Ticket Counter and Waiting Area**

Weil McLain, boiler probably 35-40 years old  
Rusted envelop with holes, but still working.  
Needs replacement immediately.  
Breaching with damper in Good Repair

BOILER: Combustion air openings not in accordance with the code (BOCA International Mechanical Code).

WATER HEATER: No water heater

FUEL TYPE: No. 2 Oil, Fuel tank approximately  
200 gallons, there are leaks in fuel supply pipes

HEATING UNIT: Cast iron old fashion radiators in Good Repair

FUEL TYPE: N/A

HEATING FILTER: N/A

AC/HEATING UNIT: N/A

AC FILTER: N/A

DUCTS: N/A

# OF DAMPERS: N/A

CONDITION OF DAMPERS: N/A

THERMOSTATS: Manual thermostat in ticket office - Good Repair

NIGHT SET BACK: none

PUMPS: For Boiler, Hot water circulating pump, Taco  
007-BE 3IW, in operation

PIPING: Boiler piping rusted and needs replacement

Fire Protection: No sprinklers, 2 portable fire extinguishers - 1@10 lb, 1@2.5 lb - Good Repair

STATION: Old Greenwich  
LINE: New Haven  
INSPECTION DATE : January, 9 2002  
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
INSPECTORS: J. Duncan & T. Abrahamson  
TIME OF INSPECTION: A.M.  
WEATHER: Clear & Cool

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**BUILDING -- HVAC - Fire Protection- Cont.**

Ticket Area Waiting Room

3 old fashion steel hot water radiators, in good working condition. Piping is in Good Repair.  
2 ceiling fans in working condition.

Ticket Selling Office

1 radiator in Good Repair  
1 wall air conditioner in acceptable condition  
1 portable heater used in case of interruption of oil supply in Good Repair.



STATION: Old Greenwich  
LINE: New Haven  
INSPECTION DATE : January 9, 2002  
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
INSPECTORS: J. Duncan & T. Abrahamson  
TIME OF INSPECTION: A.M.  
WEATHER: Clear & Cool

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## BUILDING - PLUMBING

### RESTROOM

PIPING: Old  
WATER PRESSURE: Normal  
DRAINS: OK  
FAUCET/FIXTURES:  
\* MODEL: Unknown  
\* YEAR: Unknown  
\* MANUFACTURER: Not Determined  
\* CONDITION: Fair condition

### KITCHEN

PIPING: \_\_\_\_\_  
WATER PRESSURE: \_\_\_\_\_  
DRAINS: \_\_\_\_\_  
FAUCET/FIXTURES: \_\_\_\_\_ N/A  
\* MODEL: \_\_\_\_\_  
\* YEAR: \_\_\_\_\_  
\* MANUFACTURER: \_\_\_\_\_  
\* CONDITION: \_\_\_\_\_

### EXTERIOR

SPRINKLER: \_\_\_\_\_  
FAUCET/FIXTURES: \_\_\_\_\_  
\* MODEL: \_\_\_\_\_ N/A  
\* YEAR: \_\_\_\_\_  
\* MANUFACTURER: \_\_\_\_\_  
\* CONDITION: \_\_\_\_\_

The building has metal gutters and downspouts in good condition.

### Men's Room

2 wall/floor urinals- fair condition  
2 Toilets - fair condition  
1 small lavatory - fair condition  
No handicapped fixtures  
No water conservation fixtures  
Old piping, fixtures, and etc.  
not in compliance with ADA  
no hot water available  
no water heater  
existing floor drain  
exhaust fan works

### Women's Room

Same fixtures ( no urinals)  
Same conditions

STATION: Old Greenwich

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STATION INSPECTION REPORT  
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INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 9, 2002

### **STATION – SUMMARY**

#### HVAC

The heating system consists of old cast iron radiators (using circulating hot water) in good condition. A Weil McLain boiler, which is probably over 30 years old, heats hot water. The envelop of the boiler is rusted, even has holes, but it was working at the time of inspection. This boiler is fueled with No. 2 oil. The fuel tank, which holds approximately 200 gallons, shows traces of oil leaks. There is a Taco hot water circulating pump in operation. The system is not up to current code that requires an expansion tank and a floor drain. The piping to the boiler is rusted, not insulated and requires replacement. In the inspectors opinion this system is severely deficient. It may be a hazard and needs to be replaced. In addition the combustion air openings are not in accordance with the code.

#### Fire Protection

There are no sprinklers in the facility. The station is equipped with two portable fire extinguishers that are 10 lb, and 2.5 lb.

#### Plumbing

Plumbing fixtures are old and deteriorated. There are no water conservation or handicapped type fixtures. There is no hot water at the lavatories. There is no water heater installed. The entire system should be fitted with new fixtures in conformance with ADA, water conservation and hot water. The new boiler installed should contain a coil for producing domestic hot water or a water heater should be installed.

#### Storm Drainage, Building and Platform

The building has metal gutters and downspouts that are in good condition. The shelter across the tracks has aluminum gutters but is missing downspouts. The Platform gutters and downspouts are in good condition.

STATION: Old Greenwich  
 LINE: New Haven-Main Branch  
 INSPECTION DATE: May 10, 2002  
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers  
 INSPECTORS: Hortense Oliveira  
 WEATHER: Good

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 STATION INSPECTION REPORT  
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**HAZARDOUS MATERIALS INSPECTION**

**LEAD-BASED PAINT**

Note: The LBP inspection was conducted using an RMD LPA-1 spectrum X-Ray Fluorescence Analyzer (XRF). The Department of Housing and Urban Development (HUD) recommend XRF analysis for inspection of lead in paint. XRF readings were taken of surfaces coated with suspect LBP. The XRF was operated in "Quick Mode" for this project. In Quick Mode, the measurement time is determined by the LPA-1 Analyzer to achieve a 95% confidence measurement compared to an action level (1.0 mg/cm2).

**Platform**

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Canopy Columns	1	No	3
Platform Warning Strip	1	Yes	3

**Station Building**

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Doors	2	Yes	3
Window Sill/Frame	3	Yes	3
Ext. Wall Columns/Boards	2	Yes	3
Canopy Support/Deck	2	Yes	3

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Door Frames	1	Yes	3
Ext. Wall	5	No	3
Window Sash	2	No	3
Drain Pipe	1	Yes	3

Lead-Based Paint was found on surfaces noted above. Painted surfaces observed were found to be in fair to good condition. The interior of the building was not accessible at the time of the inspection, therefore any painted surfaces that may be found shall be treated as lead containing until further testing is conducted. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's 40 CFR 745, HUD's 24 CFR Part 35

**SUSPECT ASBESTOS-CONTAINING MATERIALS**

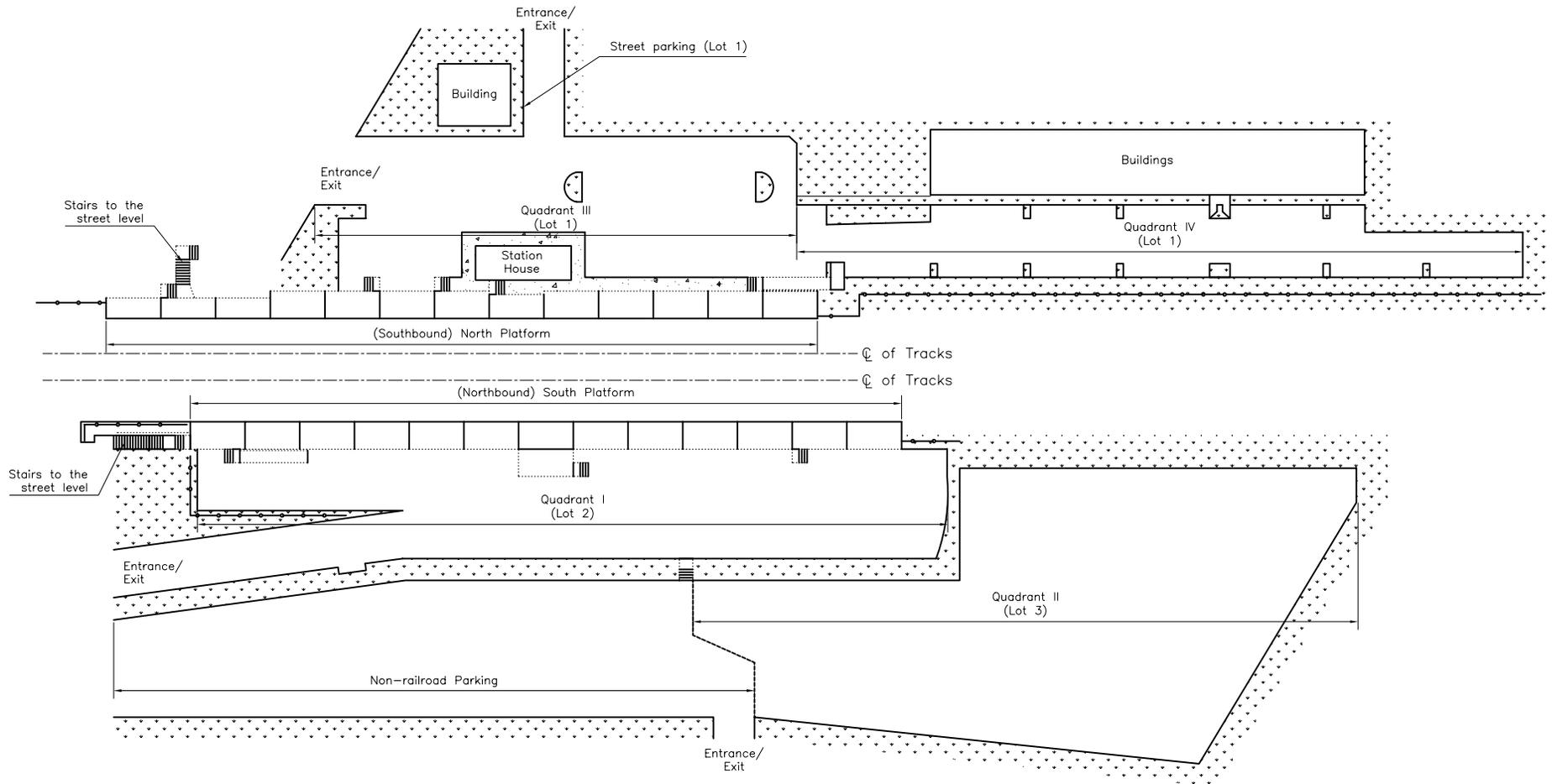
Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in fair to good condition. Any future disturbance of these materials should be preceded by the collection of samples and laboratory analysis of these samples. This work must be performed by a certified inspector

**Platform**

Suspect Materials	Rating
Caulking on Platform Seams	3

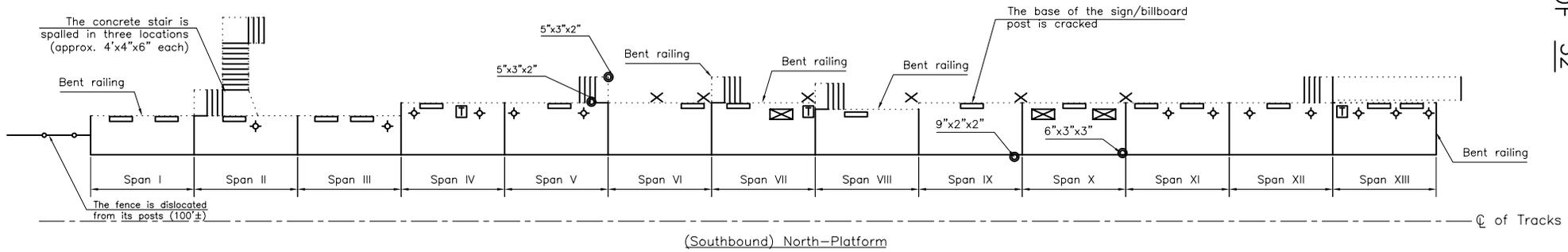
**Station House**

Suspect Materials	Rating
Window Glazing	3
Roof Shingles	3



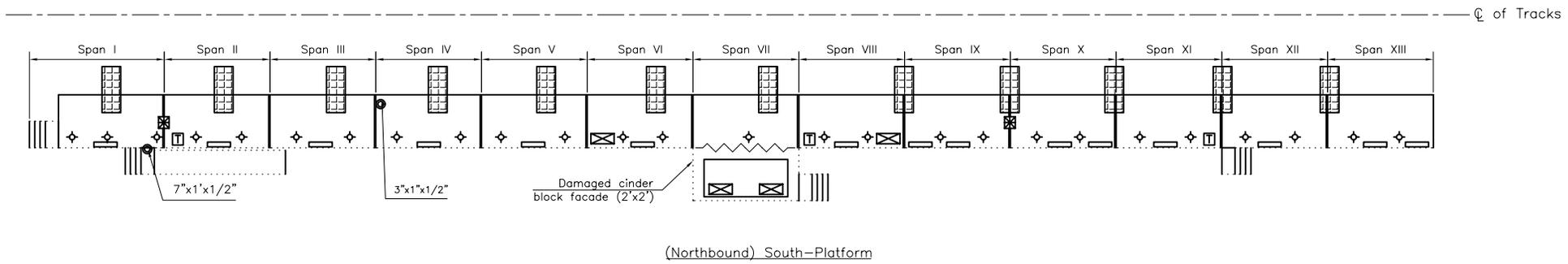
- Legend:
- Fence
  - Guardrail
  - Pedestrian Rail
  - Crack
  - Grass
  - Sidewalk

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Old Greenwich Station General Plan
Date: 1/26/02



NOTES (North-platform):

1. The base plates for the double tee are rusted and deteriorated throughout the platform.
1. The railing base plates are rusted and deteriorated throughout the platform.

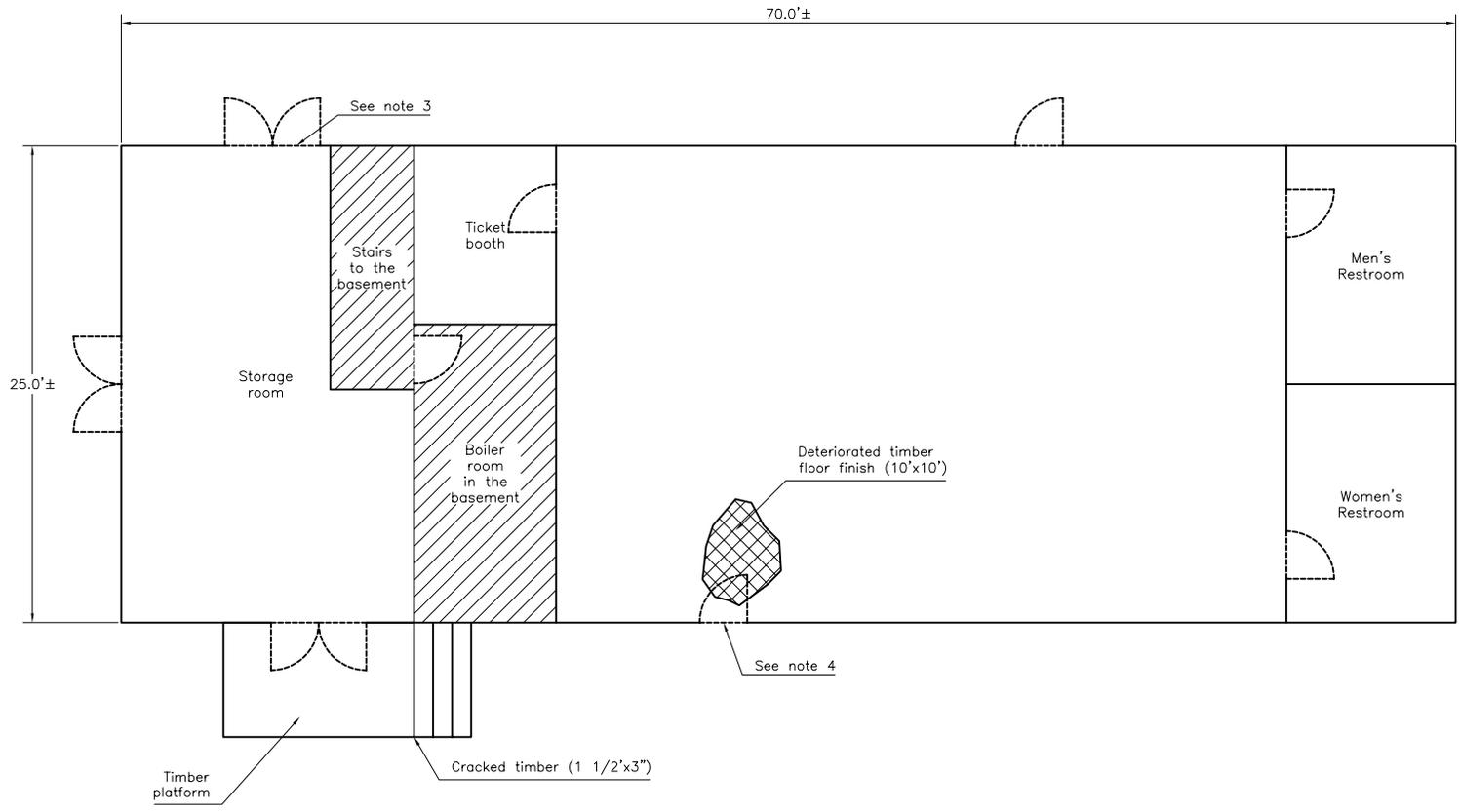


NOTES (South-platform):

1. The base plates for the double tee are rusted and deteriorated throughout the platform.
2. The railing base plates are rusted and deteriorated throughout the platform.

- Legend:
- Fence
  - Pedestrian Rail
  - Crack
  - Spalled Concrete
  - Light
  - Canopy Column
  - Sign
  - Bench
  - Trash Receptacle
  - Joint
  - Train Power Line Pole
  - Portable Metal Platform

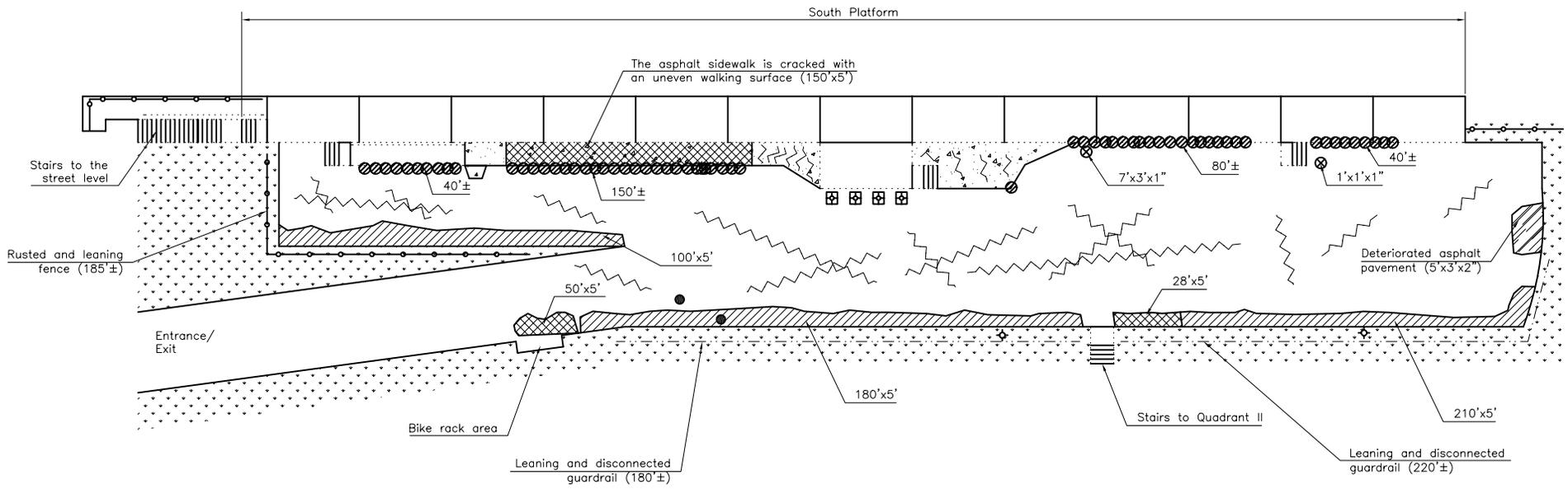
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Old Greenwich Station Platform Plans
Date: 1/26/02



NOTES:

1. The roofing shingles are buckling in random locations.
2. The exterior paint has started to chip and peel; also there are isolated areas where there are cracks in the timber facade.
3. There is a gap between the southeast corner door and the door frame.
4. The hinge is not aligned correctly and could not be moved.

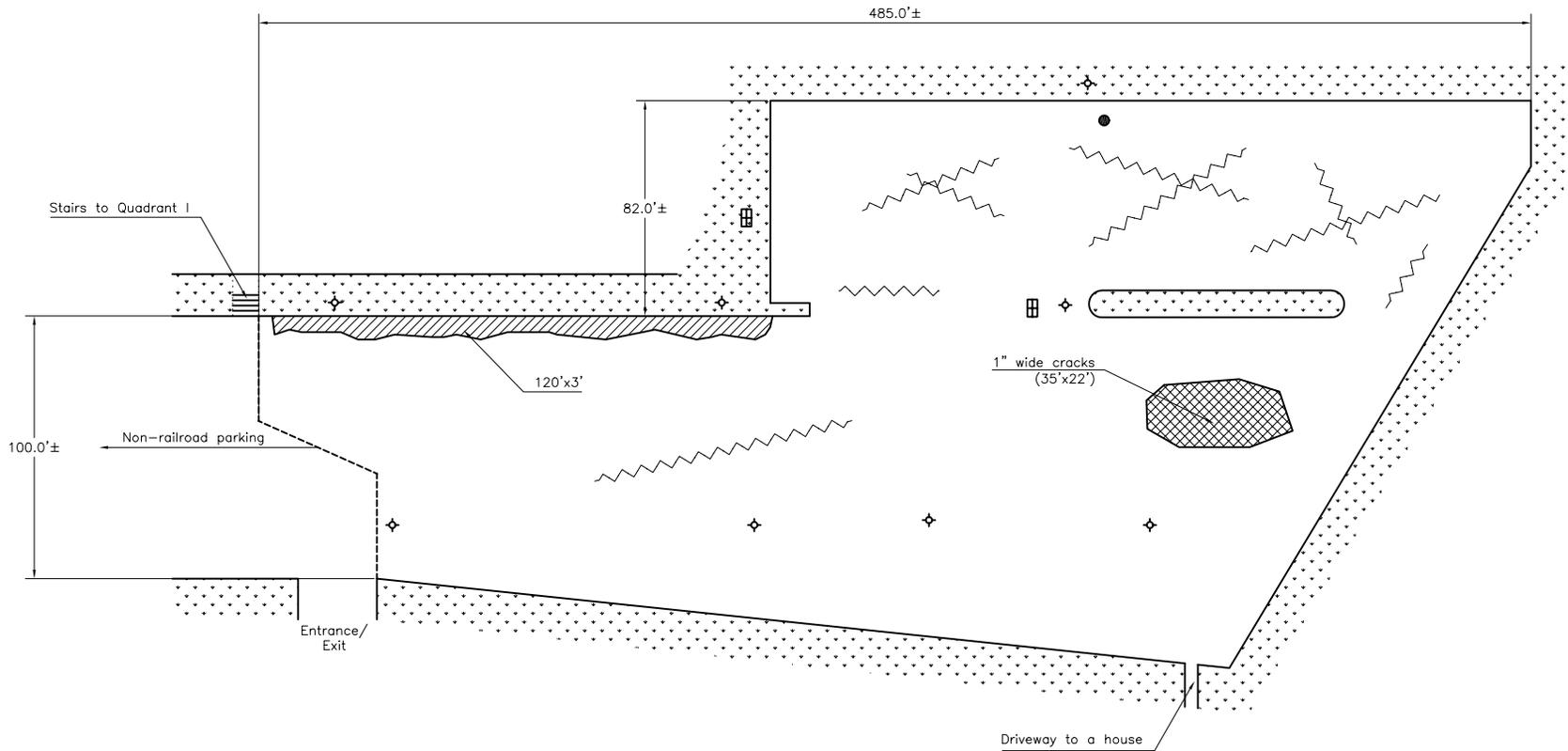
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Connecticut Dept. of Transportation
Old Greenwich Station Station House Plan
Date: 11/30/01



- Legend:
- Fence
  - Guardrail
  - Pedestrian Rail
  - Crack
  - Map Cracking and an Uneven Driving Surface
  - Uneven Driving Surface
  - Grass
  - Sidewalk
  - Pothole
  - Cracked, Spalled, or Missing Curb
  - Ramp
  - Electric Pole
  - Uneven Asphalt Adjacent to a Tree
  - Light
  - Pole with Missing Sign

- NOTES:
1. In the parking area there are 2000'± of asphalt cracks.
  2. There are 80'± of asphalt cracks in the sidewalk.

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Connecticut Dept. of Transportation
Old Greenwich Station Quadrant I Plan
Date: 1/26/02



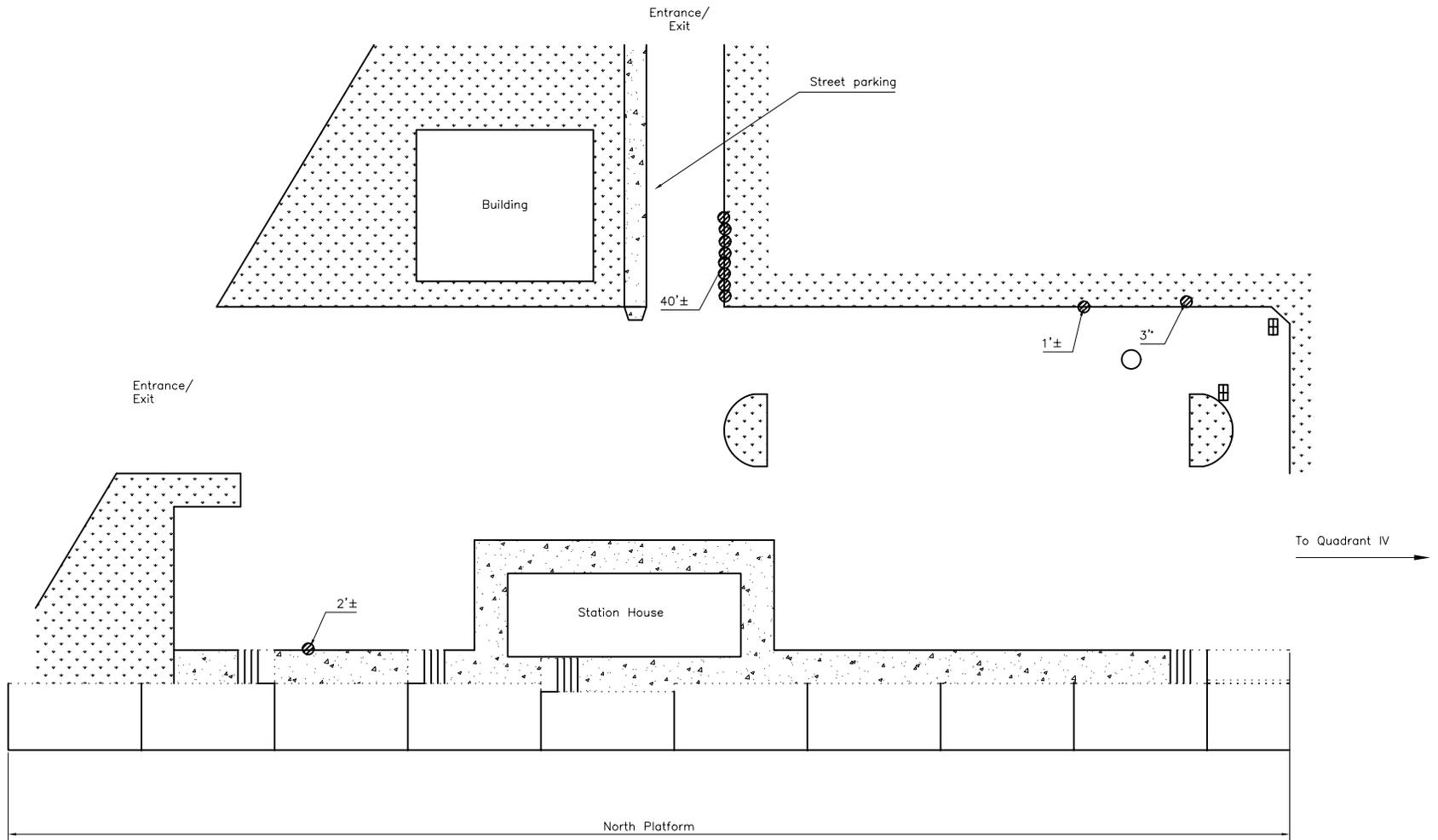
NOTES:

1. Most of the curb is missing throughout this Quadrant.
2. In the parking area there are 500'± of asphalt cracks.

Legend:

- Crack
- Map Cracking
- Uneven Driving Surface
- Grass
- Sidewalk
- Drain
- Cracked, Spalled, or Missing Curb
- Electric Pole
- Light

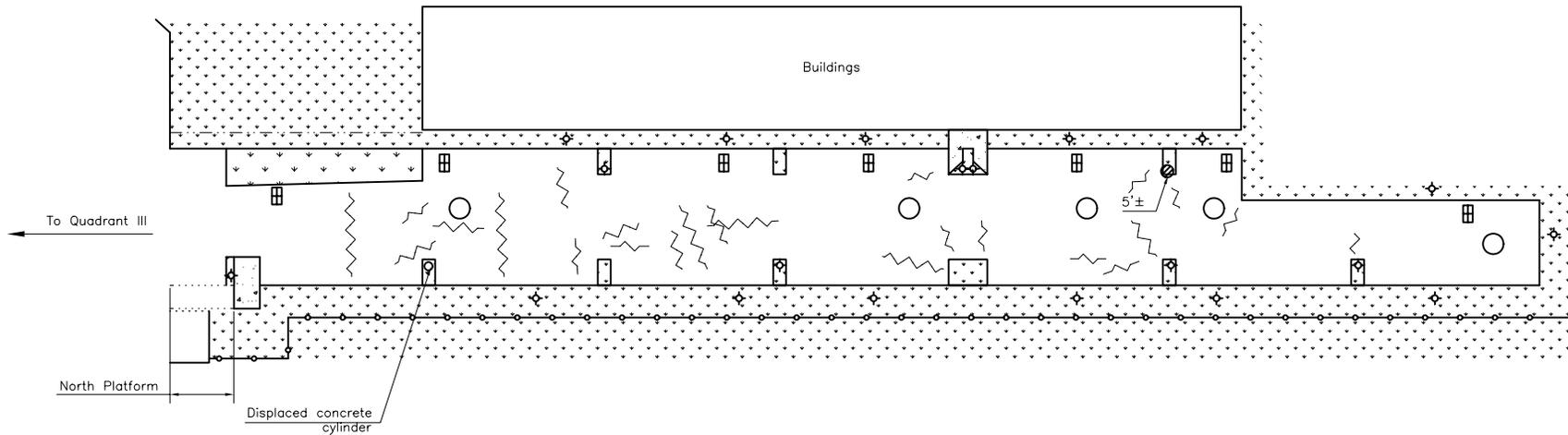
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Old Greenwich Station Quadrant II Plan
Date: 1/26/02



Legend:

-  Fence
-  Pedestrian Rail
-  Crack
-  Grass
-  Sidewalk
-  Sanitary Manhole
-  Drain
-  Cracked, Spalled, or Missing Curb
-  Ramp

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Old Greenwich Station Quadrant III Plan
Date: 1/26/02



NOTES:

1. In the parking area there are 300'± of asphalt cracks.

Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Cracked, Spalled, or Missing Curb
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Old Greenwich Station Quadrant IV Plan
Date: 1/26/02

STATION: Old Greenwich

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 STATION INSPECTION REPORT  
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INSPECTORS: RGW, JFS

DATE: 1/26/02

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
2		13	Span VII,VIII, XIII (N-platform) <b>1</b> - The railing is bent in isolated areas.
2		14	All Spans <b>2</b> - The railing base plate is typically rusted and deteriorated.
3		15	Span II (N-platform) <b>3</b> - The concrete stair is spalled in isolated areas.
3		16	Span VII (S-platform) <b>5</b> - There is a crack in one isolated area.
3		17	Span V, IX, X (N-platform) <b>5</b> - The concrete is spalled in isolated areas. Span I,IV (S-platform)
2		18	Span IX (N-platform) <b>7</b> - The sign/billboard post is cracked at the base.
2		19	Span VII (S-platform) <b>NA</b> - The cinder block façade is damaged.
2		20	All Spans <b>NA</b> - The base plates for the double tees are rusted and deteriorated.
2		21	NA <b>NA</b> - The fence is dislocated from the fence posts.
3		22	Station House <b>19</b> - There is an isolated area where the timber floor finish is deteriorated.
3		23	Station House <b>25</b> - One of the doors does not align with the door frame.
3		24	Station House <b>27</b> - There are isolated areas where the paint is starting to chip and peel.
3		25	Station House <b>27</b> - There are isolated areas where there are cracks in the timber façade.

STATION: Old Greenwich

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 27 OF 52

INSPECTORS: RGW, JFS

DATE: 1/26/02

RATINGS		PHOTO NO.	REMARKS:	
NEW	PREV			
3		26	Station House	30 - The roof shingles are showing signs of deterioration. They are starting to buckle.
3		27	Station House	33 - There is an isolated location where the door hinge is not aligned and could not be moved.
3		28	Station House	NA - The timber platform adjacent to the building is cracked in an isolated location.
2		29	Quad I	Surface - There is an isolated area where the asphalt surface is deteriorated.
2		30, 31	Quad I, II	Surface - There are areas where the asphalt surface is cracked; Also there are areas where there is an uneven driving surface with cracks.
2		32	Quad I	Guardrail - The guardrail is leaning and disconnected in multiple locations.
2		33	Quad I	Fence - The fence is leaning and rusted
2		34	Quad I	Curb - There are multiple locations where the concrete curb is spalled.
2		35	Quad I,II,III	Curb - There are multiple locations where the asphalt curb is displaced, missing, or damaged.
2		34	Quad I	Sidewalk - The sidewalk is deteriorated in an isolated area.
3		36	Quad IV	Curb - There is an isolated area where the curb is missing.

**Old Greenwich Station**

Description	Units	Quantity	Price / Unit	Total Cost
<b>Replacing asphalt sidewalk</b>				
-Remove asphalt (6")	yd <sup>3</sup>	5.00	\$22.00	\$110.00
-Installing asphalt (6" layer)	yd <sup>2</sup>	30.00	\$25.00	\$750.00
<b>Replacing asphalt pavement (uneven surface, potholes, etc.)</b>				
-Remove asphalt	yd <sup>3</sup>	160.00	\$22.00	\$3,520.00
-6" asphalt top course and binder course	yd <sup>2</sup>	445.00	\$25.00	\$11,125.00
-7" aggregate base	yd <sup>3</sup>	87.00	\$20.00	\$1,740.00
Fill in asphalt cracks	ft	2880.00	\$2.00	\$5,760.00
Replace pedestrian railing	ft	50.00	\$100.00	\$5,000.00
Repair spalled concrete	ft <sup>2</sup>	10.00	\$40.00	\$400.00
Replace fencing	ft	285.00	\$48.00	\$13,680.00
Repaint timber	ft <sup>2</sup>	1900.00	\$18.00	\$34,200.00
Remove curb	yd <sup>3</sup>	400.00	\$80.00	\$32,000.00
Install curb	ft	1600.00	\$22.00	\$35,200.00
Install new guardrail	ft	40.00	\$24.00	\$960.00
Misc. (shingles, signs, etc.)	LS	-	-	\$10,000.00
Misc. (paint and clean structural steel)	LS	-	-	\$2,000.00
Heating Renovations	LS	-	-	\$17,000.00
Plumbing made ADA compliant	LS	-	-	\$10,000.00
Installing shelter downspouts	LS	-	-	\$300.00
Install a minimal fire alarm system to meet the requirements of ADA.*	LS	-	-	\$2,100.00
Repair/Replace platform receptacles	EACH	2.00	\$50.00	\$100.00
Replace canopy luminaires	EACH	10.00	\$700.00	\$7,000.00
Mobilization / Demobilization (10%)	LS	-	-	\$19,294.50
Sub-total				\$212,239.50
Contingency (20%)				\$42,447.90
Grand Total				\$254,687.40
Say				\$255,000.00

\* The Fire alarm system is an order-of-magnitude cost required to comply with ADA requirements. Performance of a fire alarm system design is required to develop a precise quantity estimate.

# *Lease Narrative and Synopsis*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

**Urbitran Associates**

**RAILROAD LEASE AGREEMENT  
NARRATIVE**

STATION NAME: **Old Greenwich/Riverside/Cos Cob**  
STATION OWNER: State of Connecticut Department of Transportation (DOT)  
LESSEE: Town of Greenwich

The Lease Agreement dated August 25, 1998 (the "Lease"),] between the State of Connecticut DOT (the "State" or the "Lessor") and the Town of Greenwich provides for the lease of six parcels of land in the Town of Greenwich, Connecticut. The aggregate lease area is 20.22 acres, more or less. The lease covers two parcels of land at each of the following three MetroNorth stations: Old Greenwich, Riverside and Cos Cob.

The term of the lease, which began on April 1, 1998 and ends on March 31, 2008, is ten years. Lessee has the right to renew for one (1) additional ten (10) year period.

Lessee pays no annual fee to the State, but is required under the Lease to establish a separate account (the "Reinvestment Fund") to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking and rail station services. All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the leased properties (including accrued interest), minus mutually agreed upon operating and maintenance expenses, must be deposited annually into the Reinvestment Fund.

Lessee's duties under the Lease include day-to-day maintenance of the leased property, including, but not limited to, general repairs, snow removal, trash removal and security of all stations, platforms, railings, stairs, ramps and parking lots. The State's duties are explained with less specificity. Under the Lease, the State retains sole responsibility for maintaining all structural renovations and/or repairs. Where provision is not made in the Lease concerning the duties of the parties with respect to the parking lot, the Lease is supplemented by and made subject to each specification and covenant, unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants," dated October 1, 1997.

## LEASE SYNOPSIS

<b><u>STATION NAME:</u></b>	<b>Old Greenwich Station/Cos Cob Station/Riverside Station</b>
<b>Lease Agreement(s) Reviewed</b>	Lease Agreement dated 8/25/98
<b>Station Owner</b>	State of Connecticut Department of Transportation (the " <u>State</u> ")
<b>Lessee</b>	Town of Greenwich
<b>Agreement Number</b>	10.09-04(97)
<b>Effective Date of Lease</b>	4/1/98
<b>Term</b>	10 years
<b>Number of Renewal Periods</b>	1 (at Lessee's option)
<b>Renewal Period</b>	10 years
<b>Number of Lessee Renewals Executed in Prior Years</b>	0
<b>Number of Renewals Remaining</b>	1
<b>Expiration Date of Lease</b>	3/31/08
<b>Recorded?</b>	Volume 3149, Page 297
<b>Number of Parcels</b>	6 (2 at Old Greenwich Station; 2 at Cos Cob Station; and 2 at Riverside Station)
<b>Total Acreage</b>	20.22 acres
<b>How Is Revenue Earned?</b>	Rail parking revenue and revenue from rail-related leases
<b>Are Separate Funds Accounts Required?</b>	Yes. Lessee shall establish a separate account to accrue surplus funds (the " <u>Reinvestment Fund</u> "). All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the properties described in the Lease (including accrued interest), minus mutually agreed upon operating and/or maintenance expenses, shall be deposited annually into the Reinvestment Fund.
<b>Allowable Direct Costs in Calculating Surplus</b>	Improvement and maintenance of rail station building(s), rail station parking and rail station services.

<b>Allowable Indirect Costs in Calculating Surplus</b>	Not specified.
<b>Is Surplus Deposited in Capital Fund?</b>	Yes
<b>Is Surplus Shared with the State?</b>	Yes
<b>How Often is Surplus Shared?</b>	At the end of each five (5) year period of the initial term and the one (1) renewal period thereafter, if any, the State shall be entitled to withdraw fifty percent (50%) of the surplus for use on other New Haven Line projects.
<b>Are Certified Financial Statements Required?</b>	Yes. See <u>Appendix I</u> .
<b>Financial Statement Submission Period</b>	Lessee must submit statement(s) of gross revenue to the State within ninety (90) days following the end of each year of the specified term of the Lease or any renewal period(s) thereafter, or other termination of the Lease.
<b>Is Annual Budget Required?</b>	No
<b>Is Repayment of Debt Service Required?</b>	No
<b>Monthly Debt Repayment Amount</b>	n/a
<b>Does State Pay Lessee a Fee?</b>	No
<b>Amount of Fee Due Lessee</b>	n/a
<b><u>INSURANCE COVERAGE:</u></b>	
<b>Property Damage Insurance</b>	Lessee shall carry Railroad Protective Liability Insurance for and on behalf of the railroad company as named insured, and the State and Lessee as named additional insureds, providing for coverage limits of (1) not less than Two Million Dollars (\$2,000,000) for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and (2) an aggregate limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during the policy period.
<b>Bodily Injury Coverage</b>	See above

<b>Other Required Coverage</b>	n/a
<b>Voluntary Coverage</b>	n/a
<b>Is Lessee Self Insured?</b>	
<b>Is Certificate of Coverage on File?</b>	
<b>State Held Harmless?</b>	Yes
<b>Lessee Waives Immunity</b>	Yes
<b><u>MAINTENANCE:</u></b>	
<b>Enhance Aesthetic Appearance</b>	Lessee
<b>Not Erecting Signs on Premises</b>	Lessee
<b>Surface Grade Land</b>	Lessee
<b>Install and Maintain Fencing</b>	Lessee
<b>Install Suitable Drainage</b>	Lessee
<b>Ice Snow Control of Sidewalks</b>	Lessee
<b>Install and Maintain Electrical Systems for Lights</b>	Lessee
<b>Sweeping and Cleaning Litter</b>	Lessee
<b>Station Structures</b>	Lessee
<b>Platform Gutters</b>	Lessee
<b>Fences</b>	Lessee
<b>Signs</b>	Lessee
<b>Drains</b>	Lessee
<b>Platform Lights</b>	Lessee
<b>Equipment</b>	Lessee
<b>Electric and Mechanical Systems</b>	Lessee
<b>Live Rail Facilities</b>	State

<b>Platforms</b>	Lessee
<b>Railings</b>	Lessee
<b>Stairs</b>	Lessee
<b>Platform Shelters</b>	Lessee
<b>Platform Canopy</b>	Lessee
<b>Tunnels</b>	Lessee
<b>Parking Lots</b>	Lessee
<b><u>PARKING:</u></b>	
<b>Parking Fees</b>	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee. Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).
<b>Nondiscrimination Clause</b>	See <u>Appendix II</u> .
<b><u>COSTS OF LEASEHOLD:</u></b>	
<b>Water</b>	Lessee
<b>Electricity</b>	Lessee
<b>Other Public Utilities</b>	Lessee
<b>Gas</b>	
<b>Sewer</b>	
<b>Owens Title to Property</b>	State
<b>Owens Title to Capital Improvements</b>	State
<b>Is Subleasing Allowed?</b>	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
<b>Can Lease be Sold or Assigned?</b>	Not without prior written approval of the State and the appropriate Federal Regulatory Agency
<b>Is Security Bond Required?</b>	No

<b>If so, the Amount</b>	n/a
<b><u>OTHER:</u></b>	
<b>Termination</b>	The State may terminate this Lease upon one year's notice to the Town for reasons of default or if the property is needed for transportation related purposes.
<b>Is there a Lease to CT Transit?</b>	No
<b>Employment/Non Discriminatory Requirement</b>	Yes
<b>Miscellaneous</b>	Lease is made subject to "Standard Railroad Lease Specifications & Covenants" dated 10/1/97

# *Station Operations Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Chance Management

Under Contract to  
Urbitran Associates, Inc.

## GREENWICH

### **Cos Cob, Old Greenwich, Riverside, and Greenwich Stations**

Greenwich Station, the largest of the stations located in the Town, is privately owned and its corresponding garage is privately owned, with the ground floor assigned for rail parking. There are a number of town-owned surface lots located near Greenwich Station. These lots are designated for commuters and are operated, enforced, and maintained by the Town of Greenwich. These town-owned lots have no relation with the State and there are no leases regarding the ownership of the lots.

There are three other smaller stations within the Town of Greenwich in Cos Cob, Old Greenwich and Riverside. The lots that correspond to the stations are designated for railroad commuters and are also operated by the Town of Greenwich.

### **Agreements**

The Town of Greenwich leases the Cos Cob, Old Greenwich and Riverside lots from the State. The Town is responsible for general and preventative maintenance for the lots. The State is responsible for all structural renovations and repairs, but there is no specific allocation of responsibility regarding the parking lots. The Town maintains and operates the lots.

A private company is contracted for landscaping and landscaping maintenance of the State-owned lots. Fannochi Brothers, a private company, has a contract with the Town to provide trash removal for the Cos Cob, Old Greenwich, and Riverside Stations and respective parking lots.

The State has absolutely no role in the privately owned and operated Greenwich Station. Albert B. Ashforth owns and operates the station. This private entity leases "Greenwich Plaza," the garage located below Greenwich Station, to the Town of Greenwich. A formal lease between Albert B. Ashforth and the Town of Greenwich was not available. There is also no State involvement with the town-owned surface lots located near Greenwich Station.

## Organizational Structure

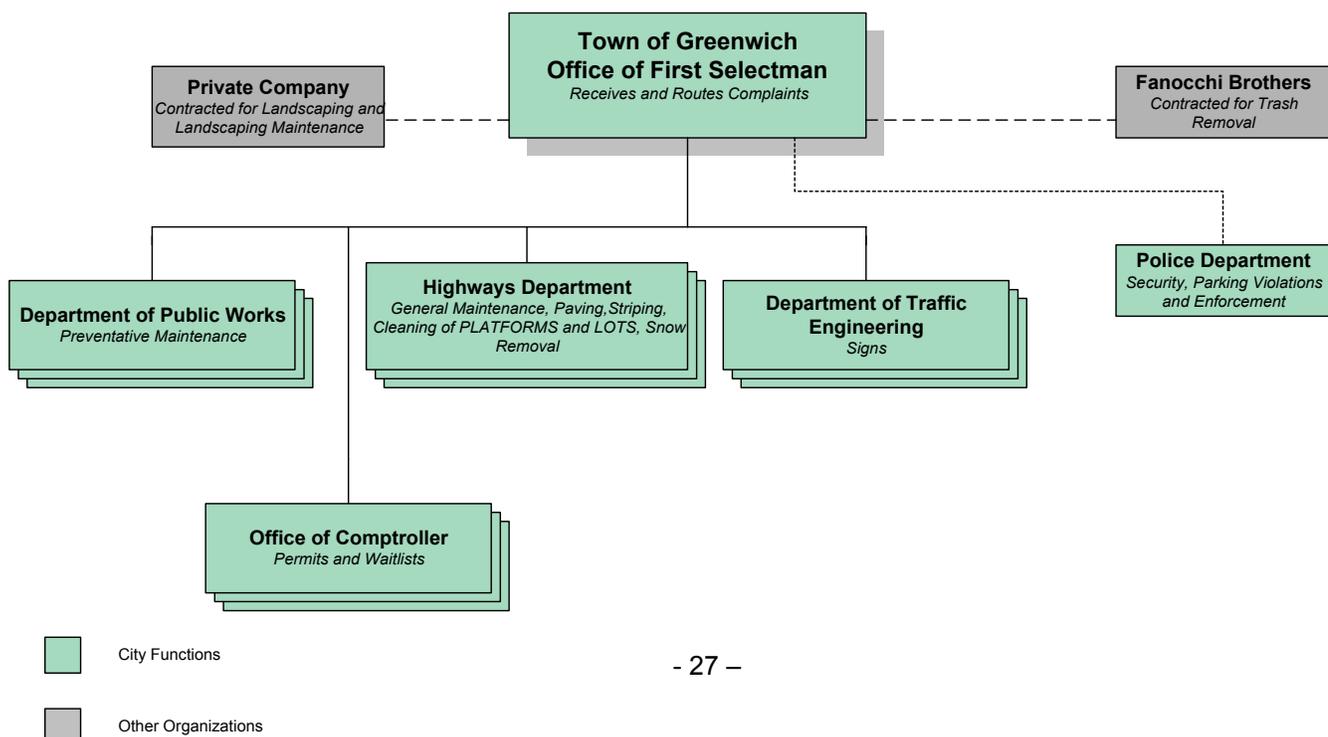
The Office of the First Selectman is the authority of the operations of the three stations and lots (Cos Cob, Riverside, and Old Greenwich). Fannochi Brothers and the private landscaping company indirectly report to the Office of the First Selectmen. The Police Department informally reports to the Office of the First Selectman. Employees of the Department of Public Works, the Office of the Comptroller, the Highways Department and the Department of Traffic Engineering report directly to the Office of the First Selectman with issues regarding the lots at Cos Cob, Riverside, and Old Greenwich stations. This is slightly different than the organization of the Greenwich Station lots, even those parcels owned by the Town. The lots surrounding the Greenwich Station are part of the Parking District, and therefore have a different organizational structure for operations and management.

Greenwich Station, itself, is owned and operated by Albert B. Ashforth. The parking garage located below the station is leased by the Town of Greenwich. The Office of the Comptroller, the Highways Department, and the Traffic Engineering Department report to the Town of Greenwich's Parking District. There is not a formal link between the Parking District and Albert B. Ashforth. However, there is most likely a working relationship between the two entities. This relationship would be best illustrated through the lease agreement that was not available. The Department of Public Works and the Police Department indirectly report to Albert B. Ashforth.

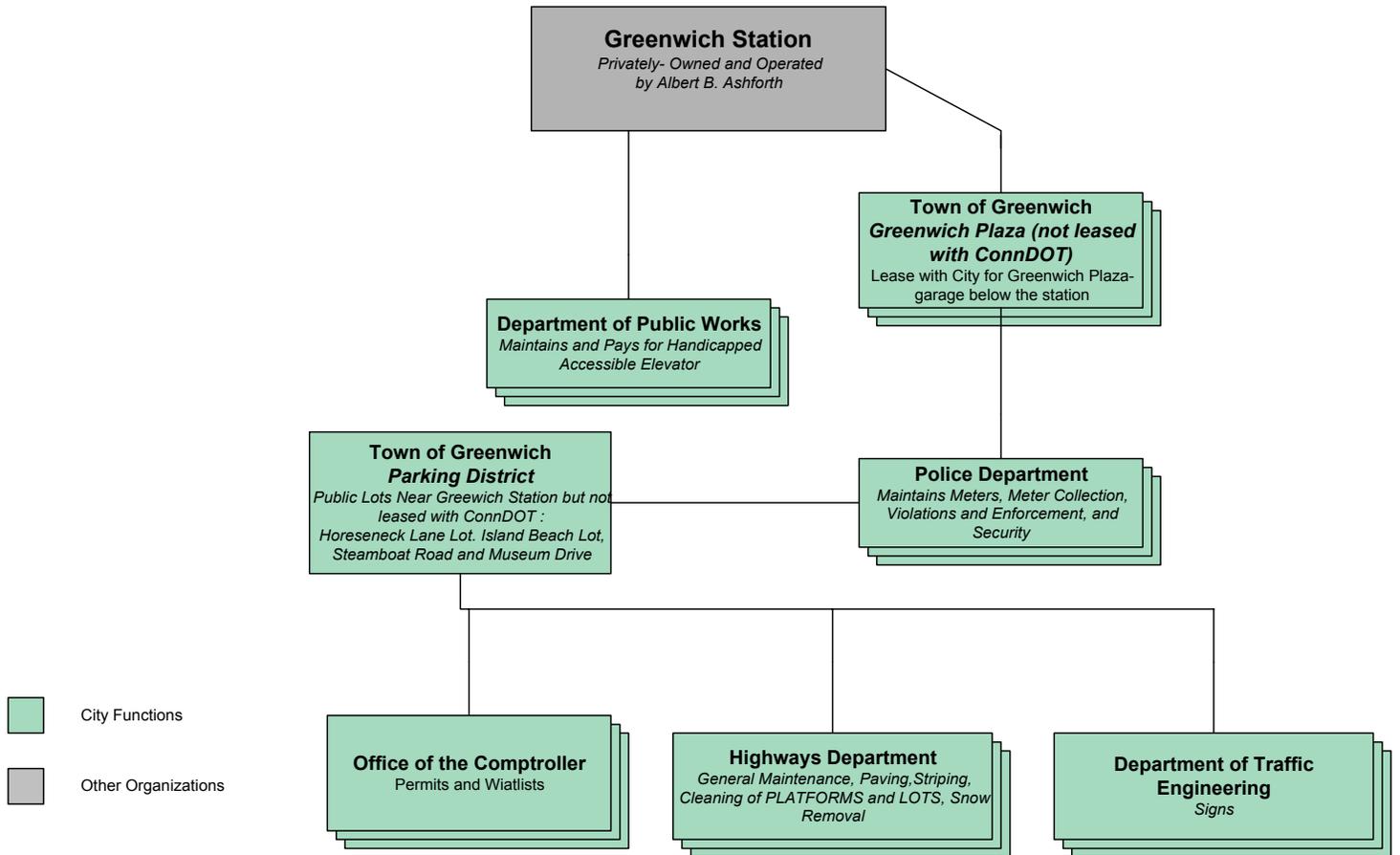
The Town-owned surface lots are operated by the Town of Greenwich. The State has no role with the lots and garage at Greenwich Station. As with the Greenwich Plaza parking garage, these lots have a similar organizational structure, minus the private entity.

Neither the Town of Greenwich nor the Parking District provided organization charts for the operations and maintenance of the four stations and parking lots located within Greenwich. The organization charts below were developed from data gathered from Town employees and administrators. The first chart represents the organization of operations for those stations and lots located outside of the Parking District: Cos Cob, Riverside and Old Greenwich. The second chart illustrates the operations of the surface lots located near Greenwich Station and the garage that is located below Greenwich Station.

### Old Greenwich, Cos Cob, and Riverside Stations



**Greenwich Station**



## Operating Procedures

At Cos Cob, Riverside and Old Greenwich stations, the authority is the Office of the First Selectman. Private companies are contracted for landscaping and trash removal. The Department of Public Works provides preventative maintenance while the Highways Department performs general maintenance (such as snow removal, paving, striping, cleaning, et cetera). The Department of Traffic Engineering provides wayfinding signs and the Office of the Comptroller provides permits and monitors the parking waitlist. The Police Department provides security and performs parking enforcement and violations.

<b>Procedure</b>	<b>Responsible Party</b>
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	Highways Department
Daily Maintenance	Department of Traffic Engineering, Highways Department and private company contract for trash removal
Preventative Maintenance	Department of Public Works
Landscaping	Private company contract
Security	Police Department
Customer Service	Office of First Selectman
Tenant Performance	N/A
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Highways Department

The Greenwich Station operates differently from the other three publicly operated stations in Greenwich. Albert B. Ashforth is responsible for the operations of the station itself. The Department of Public Works maintains the handicapped accessible elevator in the station. However, the Town of Greenwich's Parking District monitors the operations of the public lots. The Police Department provides security and enforcement for all lots and the privately owned garage. The Office of the Comptroller offers permits and maintains the parking waitlist for the lots surrounding Greenwich Station and the Greenwich Plaza Garage. The Highways Department provides general maintenance and the Department of Traffic Engineering provides signs for the lots.

<b>Procedure</b>	<b>Responsible Party</b>
Opening and Closing of Station	Albert B. Ashforth
Housekeeping Inside Station	Albert B. Ashforth
Housekeeping Outside Station	Albert B. Ashforth
Daily Maintenance	Albert B. Ashforth
Preventative Maintenance	Albert B. Ashforth
Landscaping	Albert B. Ashforth
Security	Police Department
Customer Service	Albert B. Ashforth
Tenant Performance	Albert B. Ashforth
Parking Enforcement	Police Department
Parking Fees and Permits	Office of the Comptroller
Parking Operation Maintenance	Department of Public Works, Highways Department, and Department of Traffic Engineering

# *Station Financial Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Seward and Monde

Under Contract to  
Urbitran Associates, Inc.

## **OLD GREENWICH, RIVERSIDE AND COS COB FINANCES**

### **ACCOUNTING ENTITY / BASIS**

The Parking Fund is used by the Town of Greenwich to account for both State leased property and Town owned property used for railroad parking at these three stations. Any operating surplus is allocated to the State leased based on the percentage State-owned parking spaces to the total parking spaces for the combined stations. The cash basis of accounting was used to report the operations of these properties to the State. It should be noted that the Town also reports its operations in its annual government-wide financial statements as an enterprise fund that differs from the special report submitted to the State in that the enterprise fund accounting is on the accrual basis.

### **FINANCIAL REPORTING TO STATE**

The Town submits an annual audited report to the State covering the lease operations at Old Greenwich, Cos Cob and Riverside stations. For 1997 and prior years the reporting covered the calendar year, subsequently the reports were converted to a June 30<sup>th</sup> fiscal year end. The reporting period has been converted to a June 30<sup>th</sup> fiscal year end for comparison to other stations in this report

Financial measurements such as unit values for revenues or costs per space, etc. and units further broken down for each lot, is not required by the lease and not included with the financial information.

### **REVENUES**

Annual parking permits and one-day parking fees are the main sources of revenue. The Town also reports some rental income.

*Parking Revenue Accounting* - the Town's finance department accounts for Permit fees. A "transmittal form" is used to identify the property where the permit is used (town verses State – owned). An application/data base system is used to account for permit issuance and collection. The police department accounts for one-day fees. A mail-in ticketing system is used to issue and collect one-day fees. Enforcement officers ticket vehicles using a computerized hand-held device that dispenses pre-numbered tickets. Information is downloaded from these devices into a database that also provides information on outstanding unpaid tickets. The enforcement officers can utilize this information for on the spot notification of delinquencies. Violation tickets are issued fro-delinquent parkers.

## **EXPENSES**

*Repairs and Maintenance* expenses represent expenses paid to the Town for services rendered by the Town's public works department.

*Generally Classified Expenses* include certain costs allocated by the Town for indirect departmental support of the railroad parking operations and the Town's allocable share of net profits based on Town-owned parking spaces.

*Metro-North and ConnDOT* – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of the State lease agreement with the local government

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

## **EXPENSE ALLOCATION**

The allocation of indirect expenses is a financial issue that would apply to most of the State lease agreements where the local government has determined that administrative charges are warranted and come under the "mutually determined charges" clause of the lease agreements. The lease is not clear as to exactly what charges are allowable. The allocations generally result from common costs such as administrative expenses or departmental expenses that do not exclusively service the railroad properties but service a number of funds and functional activities. The reasonableness or propriety of the allocation and method was not evaluated to determine if such costs were actually incremental or simply attributed to the leased property under a full absorption costing methodology.

### ***PROFITABILITY / ACCUMULATED SURPLUS***

The five-year period showed annual net profits and an accumulated surplus at June 30, 2000 of \$1,318,325 in the "reinvestment fund". The profits were sufficient to also cover Metro-North station expenses.

The balance at June 30, 2000 does not reflect an allocation of investment income to the "reinvestment fund." The fiscal 2001 report included three years of interest from July 1, 1998 to June 30, 2001.

### ***SPECIAL REQUIREMENTS – SURPLUS/RESERVE/DEFICIT***

The lease agreement does not specifically address the administration or funding of any deficit resulting from the State properties managed by the local government.

### ***CAPITAL PROJECTS***

During the five-year period, the only capital outlay reported by the Town was a charge against operations for the replacement of lighting fixtures at all three stations.

### ***FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY***

A parking inventory and utilization report is presented separately as Task 2 in this study. The financial presentation herein and the parking inventory cover both the Town's and State-owned parking spaces at all three stations. As noted above, the Town's share of net income has been recorded among "Generally classified expenses" in order to derive net income available to the State.

**OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
<u>REVENUES</u>	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 343,907	\$ -	\$ 343,907	99.8%	\$ 335,408	\$ -	\$ 335,408	99.7%
RENTS	805	-	805	0.2%	910	-	910	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 344,712</u>	<u>\$ -</u>	<u>\$ 344,712</u>	<u>100.0%</u>	<u>\$ 336,318</u>	<u>\$ -</u>	<u>\$ 336,318</u>	<u>100.0%</u>
 <b><u>STATION PLATFORMS AND PARKING EXPENSES</u></b>								
REPAIRS AND MAINTENANCE	\$ 80,781	\$ 35,252	\$ 116,033	58.9%	\$ 91,742	\$ 24,485	\$ 116,227	207.2%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS (RECOVERY)	-	(9,953)	(9,953)	-5.0%	-	(148,421)	(148,421)	-264.7%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	86,718	4,354	91,072	46.2%	85,124	3,151	88,275	157.4%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 167,499</u>	<u>\$ 29,653</u>	<u>\$ 197,152</u>	<u>100.0%</u>	<u>\$ 176,866</u>	<u>\$ (120,785)</u>	<u>\$ 56,081</u>	<u>100.0%</u>
 <b><u>NET PROFIT (LOSS)</u></b>	 <u>\$ 177,213</u>	 <u>\$ (29,653)</u>	 <u>\$ 147,560</u>		 <u>\$ 159,452</u>	 <u>\$ 120,785</u>	 <u>\$ 280,237</u>	
 <b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 780,547				\$ 940,000			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 780,547</u>				<u>\$ 940,000</u>			
 <b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	 <u>\$ 390,274</u>				 <u>\$ 470,000</u>			

**OLD GREENWICH / RIVERSIDE / COS COB RAILROAD STATION AND PARKING OPERATIONS**

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
<b><u>REVENUES</u></b>								
PARKING	\$ 303,782	\$ -	\$ 303,782	99.7%	\$ 270,233	\$ -	\$ 270,233	99.7%
RENTS	887	-	887	0.3%	793	-	793	0.3%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 304,669</u>	<u>\$ -</u>	<u>\$ 304,669</u>	<u>100.0%</u>	<u>\$ 271,026</u>	<u>\$ -</u>	<u>\$ 271,026</u>	<u>100.0%</u>
 <b><u>STATION PLATFORMS AND PARKING EXPENSES</u></b>								
REPAIRS AND MAINTENANCE	\$ 103,002	\$ 46,579	\$ 149,581	62.7%	\$ 113,052	\$ 24,370	\$ 137,422	69.6%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	550	550	0.2%	-	(9,762)	(9,762)	-4.9%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	77,300	10,991	88,291	37.0%	66,206	3,526	69,732	35.3%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 180,302</u>	<u>\$ 58,120</u>	<u>\$ 238,422</u>	<u>100.0%</u>	<u>\$ 179,258</u>	<u>\$ 18,134</u>	<u>\$ 197,392</u>	<u>100.0%</u>
 <b><u>NET PROFIT (LOSS)</u></b>	<u>\$ 124,367</u>	<u>\$ (58,120)</u>	<u>\$ 66,247</u>		<u>\$ 91,768</u>	<u>\$ (18,134)</u>	<u>\$ 73,634</u>	
 <b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 1,064,439				\$ 1,156,207			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>\$ 1,064,439</u>				<u>\$ 1,156,207</u>			
 <b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>	<u>\$ 532,220</u>				<u>\$ 578,104</u>			



Traffic and Transportation  
Bridge and Civil Engineering  
Architecture  
Parking Services  
Construction Inspection  
Environmental Services  
Transit Services  
Structural Engineering

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